

Submitted 6/22/16 : Conf. # 1005691\_194618605



## COPS Office Grant Application

MO01002

Columbia Police Department



# COPS

Community Oriented Policing Services  
U.S. Department of Justice

## SECTION 1: COPS OFFICE GRANT PROGRAM REQUEST

Federal assistance is being requested under the following COPS Office program:

Verify the COPS Office grant program for which you are requesting federal assistance. A separate application must be completed for each COPS Office program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Office Application Guide before finalizing your selection.

The program you have selected is: COPS Hiring Program

## SECTION 2: AGENCY ELIGIBILITY INFORMATION

A. Type of Agency (select one)

- Law Enforcement
- Non-Law Enforcement

From the list below, please select the type of agency which best describes the applicant.

#### Law Enforcement Entities

Police

#### 2A. CHP Eligibility Questions

In this section, we will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) grant. Please note that CHP applicants must have a police department that is operational as of June 20, 2016, or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

In addition, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later).

#### Part I. Law Enforcement Agency Operations

A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.

Q1) Is your agency established and currently operational?

Yes

#### Part II. Contracting to Receive Law Enforcement Services

Q1) If awarded, does your agency plan to use funds awarded under this grant to establish or supplement a written contract for law enforcement services (e.g., a town contracting for services with a nearby sheriff's department)?

No

#### Part III. Law Enforcement Agency Authority

An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only: respond to or investigate specific type(s) of crime(s), respond to or investigate crimes within a correctional institution, serve warrants, provide courthouse security, transport prisoners, have cases referred to them for investigation or investigational support or only some combination of these.

Q1) Based on the definition above, does your agency have primary law enforcement authority? [Or, if contracting to receive services, does the agency that will be providing law enforcement services have primary law enforcement authority for the population to be served?]

Yes

## SECTION 3: GENERAL AGENCY INFORMATION

#### A. Applicant ORI Number MO01002

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

B. Applicant Data Universal Numbering System (DUNS) Number: 0719890240000

A Data Universal Numbering System (DUNS) number is required prior to submitting this application. A DUNS number is a unique nine or thirteen digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of the COPS Office Application Guide.

#### C. System for Award Management (SAM)

The System for Award Management (SAM) replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. The U.S. Department of Justice requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM registration at least once a year to maintain active status.

Applicants that were previously registered in the CCR database must, at a minimum:

Create a SAM account

Log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM Registration procedures can be accessed at <http://www.sam.gov>.

For more information about how to register with SAM, please refer to the "How to Apply" section of the COPS Office Application Guide.

Your SAM Registration is set to expire on: 06/08/2017

Please enter date in MM/DD/YYYY format.

Note: If your SAM registration is set to expire prior to September 30, 2016, please renew your SAM Registration prior to completing this application. Contact the SAM Service Desk at 866-606-8220 or view/update your registration information at <http://www.sam.gov>

D. Geographic Names Information System (GNIS) ID: 0716133

Please enter your Geographic Names Information System (GNIS) Identification Number. This is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: <http://geonames.usgs.gov/domestic/index.html>. For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of the COPS Office Application Guide.

E. Cognizant Federal Agency: Department of Health and Human Services

Select the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select "Department of Justice" as the Cognizant Federal Agency.

F. Fiscal Year: From 10/01/2016 to 09/30/2017

Please enter date in MM/DD/YYYY format.

G. Law Enforcement Agency Sworn Force Information

1. Enter the Fiscal Year Budgeted Sworn Force Strength for the current fiscal year below. The budgeted number of sworn officer positions is the number of sworn positions funded in your agency's budget, including funded but frozen positions, as well as state, Bureau of Indian Affairs, or locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers.

a. Number of officers funded in agency's current fiscal year budget:

Full-Time: 165

Part-Time: 0

H. Civilian Staffing

1. Enter the number of civilian positions funded in agency's current fiscal year budget:

a. Number of civilian positions funded in agency's current fiscal year budget:

Full-Time: 35

Part-Time: 13

I. U.S. Department of Justice and Other Federal Funding

Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal grants that support the same or similar activities or services for which grant funding is being requested under this application.

Be advised that as a general rule COPS Office grant funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate whether your agency has a pending application or an active grant with any other federal funding source (e.g. direct federal funding or indirect federal funding through state sub awarded federal funds) that supports the same or similar activities or services as being proposed in this COPS Office application. (check all that apply):

Bureau of Justice Assistance (BJA)

- Pending Application
 Active Grant

Office of Justice Programs (OJP)

- Pending Application
 Active Grant

Office of Juvenile Justice and Delinquency Prevention (OJJDP)

- Pending Application
 Active Grant

Office on Violence Against Women (OVW)

- Pending Application
 Active Grant

National Institute of Justice (NIJ)

- Pending Application
 Active Grant

Office for Victims of Crime (OVC)

- Pending Application
 Active Grant

Other U.S. Department of Justice Funding

- Pending Application
 Active Grant

Other Federal or State Sub-awarded Funding

- Pending Application
 Active Grant

Please specify the other Federal or State Sub awarded funding source(s)

No Federal or State Sub-awarded Funding

### SECTION 4: EXECUTIVE INFORMATION

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

#### A. Law Enforcement Executive/Agency Executive Information:

For Law Enforcement Agencies: This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). The section below has been pre-populated from the information listed in your COPS Office Agency Portal Account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770. For Non-Law Enforcement Agencies: This is the highest ranking individual in the applicant agency (e.g., chief executive officer, president, chairperson, director) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position will ultimately be responsible for the programmatic implementation of the award. The section below has been pre-populated from the information listed in your COPS Office Agency Portal Account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

Title: Chief of Police  
First Name: Kenneth MI: M Last Name: Burton Suffix:  
Agency Name: Columbia Police Department  
Street1: 600 East Walnut  
Street2:  
City: Columbia State: MO Zip / Postal Code: 65201  
Telephone Number: 573-874-7652 Fax: 573-874-6310 Email: kmburton@gocolumbiamo.com  
Edit Contact Information

If your agency previously indicated in Section 2, that if awarded, this grant would be used in a written contracting arrangement to receive law enforcement services (e.g., a town which is contracting with a neighboring sheriff's department to receive services), then question 4A, should display the executive information for the agency which will be providing the law enforcement services under this grant (e.g., Sheriff). Question 4B should display the executive information for the government agency which will be receiving the law enforcement services under this grant (i.e., Mayor, City Manager, etc.). Before proceeding with this application, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your Law Enforcement Executive/Agency Executive Information. This information will be used to populate Section 4 of this application, so please ensure its accuracy.

#### B. Government Executive/Financial Official Information:

For Government Agencies: This is the highest ranking government official within your jurisdiction (e.g., mayor, city administrator, or equivalent). The section below has been pre-populated from the information listed in your COPS Office Agency Portal Account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770. For Non-Government Agencies: This is the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., chief financial officer, treasurer). If the grant is awarded, this position will ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable. The section below has been pre-populated from the information listed in your COPS Office Agency Portal Account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

Title: City Manager  
First Name: Michael MI: Last Name: Matthes Suffix:  
Agency Name: Columbia Police Department  
Street1: 701 E. Broadway  
Street2:  
City: Columbia State: MO Zip / Postal Code: 65201  
Telephone Number: 573-874-7214 Fax: 573-442-8828 Email: mematthe@gocolumbiamo.com  
Edit Contact Information

#### C. Application Contact Information:

Application Contact: Enter the application contact's name and contact information.

Title: Financial  
First Name: Lisa MI: A Last Name: Roland Suffix: Select One...  
Agency Name: City of Columbia, MO Police Department  
Street1: 600 East Walnut  
Street2:  
City: Columbia State: MO Zip / Postal Code: 65201  
Telephone Number: 5738747419 Fax: Email: Lisa.Roland@como.gov

### SECTION 5A: COPS HIRING PROGRAM OFFICER REQUEST

#### Part I

Enter the Fiscal Year Actual Sworn Force Strength as of the date of this application. The actual number of sworn officer positions is the actual number of

sworn positions employed by your agency as of the date of this application. Do not include funded but currently vacant positions or unpaid positions.

Number of officers employed by your agency as of the date of this application:

**Full-Time:**

**Part-Time:**


What is the actual population your department serves as the primary law enforcement entity?

*This may or may not be the same as your census population. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.*

For FY 2016 COPS Hiring Program (CHP) applicants are eligible to apply for the number of officers equal to 5% of their actual sworn force strength up to a maximum of 25 officers. Agencies with a sworn force of twenty or fewer officers may apply for one (1) officer position. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; however, agencies with a service population less than 1 million may apply for up to 15 officer positions.

FY 2016 CHP grant funds cover 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer for three years (36 months) up to \$125,000 per officer position. CHP grant funding will be based on your agency's current entry-level salaries and fringe benefits for full-time sworn officers.

If your agency requests officers to be deployed as school resource officers (SRO), ALL OF THE OFFICER POSITIONS REQUESTED BELOW MUST BE USED TO DEPLOY FULL-TIME school resource officers. Applicants in this focus area are encouraged to refer to Recommendation 4.6 in the Interim Report of the President's Task Force on 21st Century Policing for suggested actions to incorporate into your proposed community policing strategy. [[http://cops.usdoj.gov/pdf/taskforce/TaskForce\\_FinalReport.pdf](http://cops.usdoj.gov/pdf/taskforce/TaskForce_FinalReport.pdf)] Do not request more officer positions than your agency can expect to deploy in this capacity. A "school resource officer" is a career law enforcement officer, with sworn authority, who is engaged in community policing activities and is assigned by the employing agency to work in collaboration with schools. If awarded a grant for SRO position(s), please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and secondary schools working on school and youth-related activities. The placement of law enforcement officers in school carries a risk of contributing to a "school-to-prison pipeline" process where students are arrested or cited for minor, non-violent behavioral violations and then diverted to the juvenile court system. This pipeline wastes community resources and can lead to academic failure and greater recidivism rates for these students. If awarded, the grantee will agree that any officers deployed while implementing School-based Policing under the COPS Hiring Program grant may not be involved in the administrative discipline of the students.

There must be an increase in the level of community policing activities performed in and around primary or secondary schools in the agency's jurisdiction as a result of the grant. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the grant. Grantees using CHP funding to hire or deploy school resource officers into schools agree that a signed memorandum of understanding (MOU) between the law enforcement agency and the school partner(s) must be submitted to the COPS Office before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in Section 13 of the grant application. The MOU must contain the following; the purpose of the MOU, clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers' roles on safety, information sharing, supervision responsibility, and chain of command for the SRO and signatories. If awarded, grantee will agree that the MOU must be submitted to the COPS Office 90 days from the date shown on the award congratulatory letter. Implementation of the COPS Hiring Program grant without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation.

In addition, in Section 6B, you must select "School Based Policing through School Resource Officers" under "Child and Youth Safety Focus" as your focus area.

Is your agency requesting that all of these officer positions be deployed as school resource officers (SROs)?

**Based on the information provided in this application:**

Your agency is eligible to apply for up to the number of officer position(s) shown below.

How many entry-level, full-time officer positions is your agency requesting in this application?

**IMPORTANT:** If you later return to this section of the application and change the above number of officers you are requesting, you must then go to Section 14A, Part 1 to allow the application to recalculate your budget figures. You will also need to adjust your projection of your Federal/Local share costs in the chart located in Section 14A, Part 3. Failure to do this will cause a conflict in your budget submission. Next, your agency must allocate the number of positions requested under each of the three hiring categories described below based on your agency's current needs at the time of this application. Please be mindful of the initial three-year grant period, and your agency's ability to fill and retain the officer positions awarded, while following your agency's established hiring policies and procedures. CHP grant awards will be made for officer positions requested in each of the three hiring categories, and grantees are required to use awarded funds for the specific categories awarded.

It is imperative that your agency understand that the COPS Office statutory nonsupplanting requirement mandates that grant funds may only be used to supplement (increase) a grantee's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or tribal funds that a grantee otherwise would have spent on officer positions if it had not received a grant award. This means that if your agency plans to

(a) hire new officer positions (including filling existing vacancies that are no longer funded in your agency's budget): It must hire these new additional positions on or after the official grant award start date, above its current budgeted (funded) level of sworn officer positions, and otherwise comply with the nonsupplanting requirement as described in detail in the grant owner's manual.

(b) rehire officers who have been laid off by any jurisdiction as a result of state, local, or tribal budget reductions: It must rehire the officers on or after the official grant award start date, maintain documentation showing the date(s) that the positions were laid off and rehired, and otherwise comply with the nonsupplanting requirement as described in detail in the grant owner's manual.

(c) Rehire officers who are (at the time of application) currently scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or tribal budget reductions: It must continue to fund the officers with its own funds from the grant award start date until the date of the scheduled lay-off (for example, if the CHP award start date is September 1 and the lay-offs are scheduled for November 1, then the CHP funds may not be used to fund the officers until November 1, the date of the scheduled lay-off); identify the number and date(s) of the scheduled lay-off(s) in this application (see below); maintain

documentation showing the date(s) and reason(s) for the lay-off; and otherwise comply with the nonsupplanting requirement as described in detail in the grant owner's manual. [Please note that as long as your agency can document the date that the lay-off(s) would occur if CHP funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual officer.]

Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of CHP grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual officers regarding the date(s) of the lay-offs; or budget documents ordering departmental or jurisdiction-wide budget reductions. These records must be maintained with your agency's CHP grant records during the grant period and for three years following the official closeout of the CHP grant in the event of an audit, monitoring, or other evaluation of your grant compliance.

If your agency's request is funded, your agency will have the opportunity after the award announcement to request a grant modification to move awarded funding into the category or categories that meet your agency's law enforcement needs at that time (including updating the dates of future scheduled lay-offs).

If you need additional information regarding requesting a modification, please contact the COPS Office Response Center at 1-800-421-6770.

Category A: New, additional officer positions (including filling existing vacancies no longer funded in your agency's budget).

Category A Request:

Category B: Rehire officers laid off (from any jurisdiction) as a result of state or local budget reductions.

Category B Request:

Category C: Rehire officers scheduled to be laid off (at the time of the application) on a specific future date as a result of state or local budget reductions.

We also need some information about when the layoff of officers in this category is scheduled to occur. In the space below, please indicate when the officer(s) specified in this category are scheduled to be laid off.

To enter your information, click "Add a New Officer Layoff". To save your submission, click "Save" before moving to the next section.

Number of Officers	Date these officers are scheduled to be laid off	Action
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Add a New Officer Layoff

Total Category C Request: 0

**Part 3**

As noted previously, the number of officers an applicant can request under the COPS Hiring Program in 2016 is capped. However, the COPS Office is interested in learning more about the overall need for officer positions within your department. Therefore, if no officer caps were in place, what is the total number of officers that your agency would be requesting in this application?

Hire

Re-Hires

Lay Off

**Part 4**

1. Under the 2016 COPS Hiring Program, applicants are not required to hire post-September 11, 2001 military veterans as new hires. However, the COPS Office supports the Attorney General's commitment to hiring military veterans whenever possible. Please note that if your agency checks "yes" to the question below, your agency will be required to maintain documentation that it made every effort possible (consistent with your internal procedures and policies) to hire at least one military veteran.

Does your agency commit to hire and/or rehire at least one post-September 11, 2001 military veteran (as defined in the Application Guide) for the officer position(s) you have requested?

- Yes
- No

If yes, how many officer position(s) from your total 2016 CHP request does your agency anticipate filling with post-September 11, 2001 military veterans?

**Part 5**

The following questions will help Congress and the U.S. Department of Justice identify potential gaps in training. This information will not be used in the scoring/evaluation of your application.

1. On average how many hours of IN-SERVICE (non recruit) training (e.g. FTO, continuing professional education, roll call, standard) are required annually for each of your agency's officers/deputies in the following categories (if none, please indicate 0 hours)?

Use of force (hours)

De-escalation of conflict (hours)

Racial and ethnic bias that includes elements of implicit/unconscious bias (hours)

Gender bias in response to domestic violence and sexual assault (hours)

Bias towards lesbian, gay, bisexual, and transgender (LGBT) individuals (hours) Community engagement ( e.g., community policing and problem solving )(hours) 

2. Does your agency administer a police training academy?

## SECTION 6B: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

### Community Policing Strategy

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies through initiating community policing or enhancing their involvement in community policing with the officers hired under this grant program or an equal number of veteran officers who have been redeployed to implement this plan after hiring the entry-level COPS Office-funded officers. If awarded funds, your responses to sections II(a) and II(b) that follow will constitute your agency's community policing strategy under this grant. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this strategy. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools. Please note that the COPS Office recognizes that your COPS Office-funded officer(s) (or an equal number of veteran officers who are redeployed after hiring the entry-level COPS Office-funded officers) will engage in a variety of community policing activities and strategies, including participating in some or all aspects of your identified community policing strategy. Your community-policing strategy may be influenced and impacted by others within and outside of your organization; this is considered beneficial to your community policing efforts.

At any time during your grant, you should be prepared to demonstrate (1) the community policing activities engaged in prior to the grant award that are detailed in section I of this application and (2) how the grant funds and grant-funded officers (or an equal number of redeployed veteran officers) were specifically used to enhance (increase) or initiate community policing activities according to your community policing strategy contained in sections II (a) and II (b) of this application.

Finally, we also understand that your community policing needs may change during the life of your grant. Minor changes to this strategy may be made without prior approval of the COPS Office; however, grantees will be required to report on progress and changes to the community policing strategy (if any) through required progress reports. If your agency's community policing strategy changes significantly, you must submit those changes to the COPS Office for approval. Changes are significant if they deviate from the specific crime problems(s) originally identified and approved in the community policing strategy submitted with the application. In some cases, changes to the approved community policing approaches may also be deemed significant and may require approval of a modified community policing strategy by the COPS Office, depending on the scope and nature of those changes as identified in the quarterly progress reports.

The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving. Please refer to the COPS Office web site (<http://www.cops.usdoj.gov>) for further information regarding this definition.

*Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem solving techniques to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.*

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site (<http://www.cops.usdoj.gov>) for further information regarding these sub-elements.

#### Community Partnerships:

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

Other Government Agencies

Community Members/Groups

Non-Profits/Service Providers

Private Businesses

Media

#### Organizational Transformation:

The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

#### Agency Management

Climate and culture

Leadership

Labor relations

Decision-making

Strategic planning

Policies

Organizational evaluations

Transparency

#### Organizational Structure

Geographic assignment of officers

Despecialization

Resources and finances

**Personnel**

Recruitment, hiring and selection

Personnel supervision/evaluations

Training

**Information Systems (Technology)**

Communication/access to data

Quality and accuracy of data

**Problem Solving:**

The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Scanning: Identifying and prioritizing problems

Analysis: Analyzing problems

Response: Responding to problems

Assessment: Assessing problem-solving initiatives

Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

**I. Current Organizational Commitment to Community Policing**

1) For each of the following statements, please answer in terms of existing agency policies and practices as they relate to collaborative partnerships and problem solving activities. Please check all that apply.

ACTIVITY	Community Partnerships	Problem Solving
Q1a. The agency mission statement, vision, or goals includes references to:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1b. The agency strategic plan includes specific goals or objectives relating to:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1c. The agency recruitment, selection and hiring processes include elements relating to:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1d. Annual line officers evaluations assess performance in:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Q1e. Line officers receive regular (at least once every two years) training in:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2) Which of the following internal management practices does your agency currently employ? Please check all that apply.

- Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens
- Assignment of officers to geographic hot spots that are defined statistically by creating incident maps to identify geographic clustering of crime and disorder
- In-service training for officers on basic and advanced community policing principles
- Early Intervention Systems that help identify officers who may be showing signs of stress, personal problem, and questionable work conduct
- Alternatives to formal disciplinary practices that encourage ethical behavior
- None of the above

3) Which of the following do you count/measure to annually assess your agency's overall performance? Please check all that apply.

- Response times
- Reported crimes
- Reported incidents
- Arrests and citations
- Problem solving outcomes
- Department employee satisfaction
- Clearance rates
- Complaints of officer behavior
- Reduction of crime in identified hot spots
- Repeat calls for service
- Social disorder/nuisance problems (e.g., graffiti, panhandling, loitering)
- Satisfaction with police services
- Fear of crime
- Victimization (i.e, non-reported crime)
- Community meetings held/attended
- Use of force incidents
- Meeting the priorities as identified in your agency strategic plan
- My agency does not conduct annual assessments of overall performance

4) Through which of the following does your agency routinely share information with community members? Please check all that apply.

- Neighborhood, beat, and/or school meetings



- Local media outlets
- Agency newsletter
  - Neighborhood newsletters
- Agency website
- Social networking (Blogs, Twitter feeds, Facebook pages, etc.)
- Citizen alert system (telephone, email, text, etc.)
- Citizen alert system that is geographically targeted, based on updated hot spots
- Public access television/radio
- Community organization board membership
- Public forums with chief/sheriff/command staff
- Posters, billboards, flyers
- None of the above

5) Through which of the following ways does your agency formally involve community members in influencing agency practices and operations? Please check all that apply.

- Citizen police academies
- Volunteer activities
- Auxiliary police programs
- Civilian review boards (i.e. disciplinary review boards)
- Citizen advisory groups (i.e. informal advisory function)
- Involvement in hiring decisions (interview panels, selection boards, etc.)
- Involvement in contributing to annual line officer performance reviews
- Representation on promotional boards
- Participation in accountability and performance reporting and tracking meetings
- Participation in complaint resolution process (formal mediation, disciplinary boards, etc.)
- None of the above

#### II(a) Proposed Community Policing Strategy: Problem Solving and Partnerships

COPS Office grants must be used to initiate or enhance community policing activities with either the newly hired officers funded by this grant program or an equivalent number of veteran officers who are redeployed to implement this community policing strategy after hiring the additional entry-level officers with COPS Office grant funds. In this section you will be asked to identify the crime and disorder problem/focus area and the partners to be engaged through your requested COPS Office funding. Identifying the specific problem/focus area and partnerships that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this program and to ensure that ultimately the additional grant-funded officers (or equivalent number of redeployed veteran officers) will initiate or enhance your agency's capacity to implement community policing strategies and approaches.

6) Using the following list, select a problem/focus area that will be addressed by the officers requested in this application. Please choose the option that best fits your problem. You may select one problem/focus area to address through this grant funding.

When identifying a problem, it is important to think about the nature of similar incidents that taken together comprise the problem and accordingly describe it in precise, specific terms (e.g. "burglary of retail establishments", rather than just "burglary"). In doing this, it can be helpful to consider all aspects of the problem, including the likely offenders, the suitable targets/victims, and how these come together in time and space.

#### Child and Youth Safety Focus

- Child Sexual Predators and Internet Safety
- Children Exposed to Violence
- Youth Crime and Delinquency

#### Child and Youth Safety Focus

School Based Policing through School Resource Officers

By selecting this focus area, your agency is committing that if awarded, all officer positions requested in this application (or an equivalent number of redeployed veteran officers) will be used to deploy school resource officers and address problems in and around primary and secondary schools.

Please specify the areas the school resource officer(s) would address (check all that apply):

- Address crime problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school;
- Develop or expand crime prevention efforts for students;
- Educate youth in crime prevention and safety;
- Develop or expand community justice initiatives for students;
- Train students in conflict resolution, restorative justice, and crime awareness;
- Assist in the identification of physical changes in the environment that may reduce crime in or around the school;
- Assist in developing school policy that addresses crime and to recommend procedural changes to enhance school safety.
- Other Area

(Please Specify Other Area)

Other Child and Youth Safety Focus (please specify)

**Drug Related Problems**

- Drug Manufacturing/Trafficking
- Drug Dealing
- Drug Abuse
- Other Drug Related Problem (please specify)

**Homeland Security Problems**

- Protecting Critical Infrastructure Problems
- Information or Intelligence Problems
- Other Homeland Security Problem (please specify)

**Non-Violent Crime Problems**

- Burglary
- Fraud
- Larceny/Theft (Non-Motor Vehicle)
- Motor Vehicle Theft/Theft from Motor Vehicle
- Vandalism
- Social Disorder
- Quality of Life Problem
- Prostitution
- Other Non-Violent Crime Problem (please specify)

**Building Trust Applicants selecting any of the following Building Trust Focus Areas are encouraged to refer to the Interim Report of the President's Task Force on 21st Century Policing for suggested actions to incorporate into your proposed community policing strategy. [ [http://cops.usdoj.gov/pdf/taskforce/Interim\\_TF\\_Report.pdf](http://cops.usdoj.gov/pdf/taskforce/Interim_TF_Report.pdf) ]**

- Impartial Policing
- Transparency
- Fairness and Respect
- Community Engagement
- Diversifying Police Departments
- Other Building Trust Focus (please specify)

**Traffic/Pedestrian Safety Problems**

- Traffic Congestion
- Pedestrian Safety
- Driver Safety
- Traffic Accidents
- Other Traffic/Pedestrian Safety Problem (please specify)

**Violent Crime Problems**

- Assault
- Homicide
- Rape
- Robbery
- Domestic/Family Violence
- Gun Violence

If Selected: Please specify your gun violence problem: for example, gun violence by juvenile gang members, drug related gun violence, etc.

Gun violence by juvenile and adult gang members, typically related to drug crimes.

Please also include the number of aggravated assaults with a firearm in your jurisdiction during the last calendar year:

162

Other Violent Crime Problem (please specify)

6a) Briefly describe the problem/focus area that you will address with these grant funds and your approach to the problem. [4,000 characters or less]

The Problem. During the past 5 year period, Columbia has experienced an increase in Calls for Service over 3% (73668 to 76539) with an even greater jump when you consider 2010 which had 69, 648 calls. Our Self-Initiated Police Activity declined by over 18% (50056 to 40842), and our Officers per 1,000 ratio saw a decrease from an already low 1.47 to 1.41. Further constraints and population growth brought about the loss of our Motor Unit and reduction in full-time traffic officers. During the same 5-year period our Part I Violent Crime statistics have increased from 533 in 2011 to 600 in 2015. In addition, our percentage of Robberies and Assaults with Firearms have increased with our robbery-specific firearm use has increased from almost 41% in 2011 to almost 50% in 2015. Likewise, Aggravated Assault with a Firearm has increased from over 18% in 2011 to over 43% in 2015. 2015 shows as the highest percentage of robberies and aggravated assaults with firearms when comparing the first three months of each of the past five years. The percentage of robberies with firearms in January through March of 2015 was over 48%. In 2013 that number was just over 31%. Our incidents involving aggravated assaults with a firearm went from 61 in 2014 to 162 in 2015.

The Solution. The Columbia Police Department is committed to deploy a multifaceted community policing approach to curb homicide, gun, and other violent crimes through gang identification, state and federal gang validation, and gang activity interruption techniques geared toward the reduction of criminal gang crimes. We are currently seeing a problem in gang-related criminal activities such as shootings, assaults, homicides, drug trafficking, and gang recruitment. Our community policing program will use the SARA Model as well as other techniques such as Geographic Policing and Problem Oriented Policing to: locate and establish relationships with trusted community leaders by engaging the community; build partnerships with the community by soliciting their input and perceptions; use a "whole government approach" by partnering with local civic groups such as Boys and Girls Club and resources such as the Juvenile Justice Center; develop local intelligence gathering processing capabilities using a RISS gang database and information sharing platform to enhance inter-agency communication intelligence. In addition we will continue to use social network analysis to identify and target criminals and crime activities related to violent crime. It is our goal to identify the conditions within our City that are allowing criminal activity to set up in our various communities and neighborhoods. Once identified we will deploy a hybrid technique of traditional Community Policing Efforts as well as Geographic and Problem Oriented Policing. We understand that our efforts must be adaptable, flexible, and contain a multifaceted approach that embraces a team approach at solving the criminal gang and violent crime issues facing Columbia. We will use the resources from the additional police officers to be able to assign specific officers to the related issues as well as place neighborhood officers in areas where crime mapping and hot-spots indicate are the areas of concern. Specifically, we will examine the need to add the new officer to the newly formed Community Outreach Unit and/or our CIT program, which would specifically be tasked with opening lines of communication with the community while rebuilding community partnerships. This program will allow us the resources to interrupt the current violent crime activities stemming from our gangs and will allow us to identify problem areas and reduce violent criminal activity.

6b) Will the problem/focus area described above be addressed with an explicit place-based strategy (e.g. hot-spot policing) that targets specific addresses or locations with a disproportionate share of crime or disorder?

- Yes
- No

6c) Which of the following activities will your agency and officers hired under this grant (or an equivalent number of redeployed veteran officers) engage in as it pertains to your identified crime hot spot? (please check all that apply):

- Enhance enforcement efforts (sweeps or increased patrol)
- Targeted community alerts
- Prevention efforts directed at high-risk victims
- Prevention efforts directed at high-risk offenders
- On-going identification of crime concentrations by qualified analysts
- Formal evaluations of the effectiveness of interventions (e.g. using pre/post-test and/or comparison groups)
- None of the above

7) Which of the following information sources did you use to prioritize this problem/focus area as a problem/focus area to address through this grant program (please check all that apply):

- Police department data (e.g. police reports, calls for service, crime data, citizen complaints)
- Agency personnel (e.g. officer feedback, command staff priorities)
- Other local non-law enforcement government agency data
- Community based organizations (e.g. faith based, non-profits, social service providers)
- Local businesses
- Individual community members/community meetings

- Community survey
- Local government officials
  - The media
  - None of the above

8) If awarded funds, my agency will improve our understanding of this problem/focus area by examining (please check all that apply):

- Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)
- The location and/or time aspects of the problem/focus area (e.g. mapping)
- The conditions and environmental factors related to the problem/focus area
- The strengths and limitations of current responses to the problem/focus area
- Non-law enforcement data/information related to the problem/focus area (e.g. insurance crash data, other government agency data, census data, survey data)
- Existing research and best practices related to the problem/focus area
- Data/information from the community related to the problem/focus area (e.g. resident associations, business groups, non-profit community service organizations)
- Information about offenders contributing to the problem/focus area (e.g. offender interview, arrest records)
- Information about victims affected by the problem/focus area (e.g. crime reports, victim interviews)
- Strengths and weaknesses of previous responses to the problem/focus area
- None of the above

9) If awarded funds my agency will use the following information sources to assess our response to this problem/focus area to determine whether the response was implemented and achieved the desired outcomes(please check all that apply):

- Routinely collected law enforcement data/information related to the problem/focus area (e.g. arrests, incident reports, calls for service)
- Data/information regarding whether the response was implemented as planned
- Police data collected for this specific problem/focus area (e.g. problem-specific surveys, field interview contact cards)
- Non-police data/information related to the problem/focus area(e.g. insurance crash data, other government agency data, census data, survey data)
- Data/information from the community related to the problem/focus area (e.g. resident associations, business groups, non-profit community service organizations)
- Information about offenders contributing to the problem/focus area (e.g. offender interview, arrest records, probation/parole data)
- Information about victims and/or stake holders affected by the problem/focus area (e.g. crime reports, victim interviews)
- None of the above

10) To the best of your ability at this time, please select from the below list what your primary goals are in responding to your selected problem/focus area (please select up to 3):

- Eliminating the problem/focus area
- Reducing the number of incidents
- Increasing public trust in your agency
- Reducing the seriousness of the incidents or the amount of harm
- Reducing the number of victims and repeat victims
- Reducing the number of offenders and repeat offenders
- Moving the problem/focus area to another area
- Getting other agencies and stake holders to assume responsibility for the problem/focus area
- Improving the response to the problem/focus area (i.e. more comprehensive and coordinated way of dealing with the problem/focus area, providing better services to victims, or greater efficiency in dealing with the problem/focus area)
- Improving citizen perceptions of the problem/focus area
- Increasing the number of arrests/citations
- Reducing the number of calls for service
- None of the above

11) An important part of a comprehensive community policing strategy is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency and the grant funded officers (or an equivalent number of redeployed veteran officers) initiate or enhance a partnership with an external group/organization to develop responses to this problem/focus area?

- Yes
- No

11a) If awarded funds, how many external groups/organizations will your agency initiate or enhance a partnership with to develop responses to this problem/focus area?

3

11b) Name the most important external groups/organizations that your agency will initiate or enhance a partnership with to develop responses to this problem/focus area (maximum of three partners). Note: you may attach optional letters of this support from any or all of these prospective partners in Section 13 of the application. You will be limited to listing no more than three partners per public safety problem/focus area.

Partner Number	Partner Name	11c)11d	Action
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11c) For this partner, please indicate the statement that best characterizes this partner:

1	Youth Community Coalition	<ul style="list-style-type: none"> <li>Local government agencies (non-law enforcement, e.g., probation/parole, parks and recreation, code enforcement)</li> <li>Community based organizations (e.g., faith based, community redevelopment groups, social service providers, resident associations)</li> <li>Businesses operating in the community</li> <li>Tribal law enforcement agencies</li> <li>Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships</li> <li>Local educational institutions (schools/colleges/universities)</li> <li>Individual stakeholders (persons residing, working, or with an interest in the community or problem)</li> </ul> <p><b>11c) For this partner, please indicate the statement that best characterizes this partner:</b></p> <ul style="list-style-type: none"> <li>Local government agencies (non-law enforcement, e.g., probation/parole, parks and recreation, code enforcement)</li> <li>Community based organizations (e.g., faith based, community redevelopment groups, social service providers, resident associations)</li> </ul>	Edit Delete
2	University of Missouri Police Depa	<ul style="list-style-type: none"> <li>Businesses operating in the community</li> <li>Tribal law enforcement agencies</li> <li>Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships</li> <li>Local educational institutions (schools/colleges/universities)</li> <li>Individual stakeholders (persons residing, working, or with an interest in the community or problem)</li> </ul> <p><b>11c) For this partner, please indicate the statement that best characterizes this partner:</b></p> <ul style="list-style-type: none"> <li>Local government agencies (non-law enforcement, e.g., probation/parole, parks and recreation, code enforcement)</li> <li>Community based organizations (e.g., faith based, community redevelopment groups, social service providers, resident associations)</li> </ul>	Edit Delete
3	Boone County Sheriff's Departmer	<ul style="list-style-type: none"> <li>Businesses operating in the community</li> <li>Tribal law enforcement agencies</li> <li>Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships</li> <li>Local educational institutions (schools/colleges/universities)</li> <li>Individual stakeholders (persons residing, working, or with an interest in the community or problem)</li> </ul>	Edit Delete

**II(b) Proposed Community Policing Strategy: Organizational Transformation**

COPS Office grants must be used to initiate or enhance community policing activities. In this section you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS Office funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this program, and to ensure that ultimately the use of these funds will initiate or enhance your agency's capacity to implement community policing approaches.

12) If awarded funds, will your agency initiate or enhance any of the following internal changes to personnel management? (Select no more than 2 internal changes to personnel management that will be addressed with these grant funds.)

- Flexibility in officer shift assignments to facilitate addressing specific problems

Please provide a narrative for each internal change to personnel management identified (2,000 characters or less)

Currently, inadequate staffing prevents patrol officers from deviating from the fixed schedule they are assigned. Additional personnel provided through the grant will afford the opportunity for the Community Outreach Unit to have flexibility in scheduling and allow a tailored response to crime issues and requests by community members in areas experiencing increased violent crime activities and decreased quality of life. Increased availability in neighborhoods will create an environment in which community members feel empowered to communicate their concerns with police. This will be measured by the cooperation observed when reporting crime, reporting officer conduct (both positive and negative), and obtaining acceptance by the public that our efforts are viewed as procedurally just and legitimate practices. Flexibility in scheduling and assignment will allow officers to respond rapidly to the changing climates, crimes, and identified problems within specific areas of the community.

- Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens

Please provide a narrative for each internal change to personnel management identified (2,000 characters or less)

An increase in personnel will allow officers more time to conduct proactive and community-based efforts in specific neighborhoods experiencing violent gun crimes as well as quality of life issues. The increased proactive time will allow officers the opportunity to focus on building relationships with the community, the immediate conditions affecting that community, and the long-term solutions to break the crime triangle. Through the process of engaging in the proactive community policing and systematic examination of identified problems, officers will be able to more effectively respond to issues with the SARA model and to deploy tactics and incorporate positive solutions to create lasting change in neighborhoods, increase quality of life for the community members, and reduce violent gun and other crime activity.

- Recruitment and hiring practices that reflect an orientation towards problem solving and community engagement
- In-service training for officers on basic and advanced community policing principles
- Field training officer (FTO) programs that teach and test problem solving, community engagement, and critical thinking skills
- Further define and clarify community policing roles and expectations for officers
- Personnel evaluation systems that assess officer activities, accomplishments, and performance related to problem solving and community engagement
- Early intervention systems that help identify officers who may be showing early signs of stress, personal problems, and questionable work conduct
- First-line supervisory skills to support officer problem solving and community engagement activities
- Career development and/or promotional processes that reinforce problem solving and community engagement
- None of the above

13) If awarded funds, will your agency initiate or enhance any of the following internal changes to agency management? (Select up to 2 internal changes to agency management that will be addressed with these grant funds.)

- Agency mission statement, vision, and/or goals that reflect the core values of community policing
- Agency strategic plan that outlines the goals and objectives around community policing and other departmental priorities
- Organizational performance measurement systems that include community policing metrics, and conduct annual assessments of agency performance
- Technology systems that provide officers, analysts, and the community better and more timely access to data and information
- Mediation strategies to resolve citizen complaints
- Collection, analysis, and use of crime data and information in support of problem solving goals

Please provide a narrative for each internal change to agency management identified (2,000 characters or less)

One of the key components to any successful police strategy is accurate, timely, and useful data. During this specific initiative, we will collect data that allows us to focus on harmful behaviors. Through a collaborative effort with various civic group, such as Boys and Girls Club and YC2, we will develop ways to gather data to identify and reduce or eliminate gang behaviors that cause harm to the community, victims, and offenders. We will also develop and/or maintain a method of continuous problem diagnosis. Since gang-related problems vary from community to community, we must gather information that assists us in understanding each problem, its elements, and its causes. This will allow us to adapt, if necessary, the methods we are using to meet the needs of the community and to address the specific problems that are presenting. It is imperative that we have a lasting impact on the problems and concerns facing our community.

- Formal accreditation process

Please provide a narrative for each internal change to agency management identified (2,000 characters or less)

The Columbia Police Department is intending to begin the process of seeking CALEA accreditation. Through accreditation we will improve our service to the community through written directives, solid training, and clearly defined lines of authority and accountability. We believe accreditation will assist us in better serving the community by holding our officers and our department as a whole to higher standards through accountability and education. It has been proven that communities which engage in accreditation have increased community advocacy. Accreditation, coupled with our increased interaction and communication with the community will create an environment in which our citizens feel comfortable working with us to address violent gun and other crime and quality of life issues within their community. The relationships that will be possible with increased personnel will allow our department to work with the community to prevent and control challenges facing law enforcement as well as give us opportunities to communicate directly with the community at the officer level to assist in providing clear direction about community expectations. Increased personnel will give us the opportunity to work collaboratively with our local Youth Community Coalition, other law enforcement agencies, and stakeholders in the community to better understand the needs of the community and draft legitimate policies and procedures that are justified, not only by the written law, but also the community we serve.

- System to capture and track problem solving and partnership efforts and activities
- An organizational assessment of community policing
- Level and frequency of communication with the community on crime problems and agency activities to enhance transparency
- None of the above

### III. General Community Support and Engagement

14) Did your agency consult with any of the following groups/organizations on the development of this community policing strategy? Please check all that apply.

- Local government agencies (non-law enforcement, e.g. n probation/parole, parks and recreation, code enforcement)
- Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- Businesses operating in the community
- Tribal law enforcement agencies (outside your jurisdiction)
- Other Federal, state, or local law enforcement agencies
- Multi-jurisdictional or regional task forces/partnerships
- Local educational institutions (schools/colleges/universities)
- Local government officials
- Individual stakeholders residing, working or with an interest in the community and/or problem
- None of the above

15) To what extent are there related governmental and/or community initiatives that complement your agency's proposed community policing strategy?

- a) There are a significant number of related initiatives
- b) There are a moderate number of related initiatives
- c) There are a minimal number of related initiatives
- d) There are no related initiatives

16) To what extent is there community support in your jurisdiction for implementing the proposed community policing strategy?

- a) High level of support
- b) Moderate level of support
- c) Minimum level of support

17) If awarded funds, to what extent will the community policing strategy impact the other components of the criminal justice system in your jurisdiction?

- a) Potentially decreased burden
- b) No change in burden
- c) Potentially increased burden

## SECTION 7: NEED FOR FEDERAL ASSISTANCE

### A. Explanation of Need for Federal Assistance

All applicants are required to explain their inability to address the need for this award without federal assistance. Please do so in the space below. [Please limit your response to a maximum of 4,000 characters.]

The Police Department's budget is one of twenty departments that compete for funding within the general fund. The Police budget receives approximately 25% of all funding available in the general fund and has approximately 29% of the total positions in the general fund. As for the type of funding, the Police Department receives 93% of its funding from general sources such as sales and property taxes.

Over the past five years (FY 2011 - FY 2015) the City's population has increased 8.18% while the number of sworn officers has increased by five, or 2.48%. The number of sworn officers per thousand population has decreased from 1.46 to 1.38 or 9.21%. In FY 2015, the City tried unsuccessfully to pass a property tax which would fund additional officers.

In the city's general fund, personnel costs are nearly 66% of the total expenditures. Over the past five years, these costs have increased \$4.2 million or 89.15% and the increase in pension costs have accounted for over 50% of that increase. In FY 2014, the City adopted a new classification and pay structure which identified employees that fell below the market-based minimum identified for their position. In FY 2014 the cost was \$500,000 to adjust current employee pay and there will be additional costs each year to bring current city employees to the market adjusted minimum. Another part of this pay structure identified employees who are experiencing pay compression which occurs when the market rate for a new hire outpaces the increases we've given to a more senior employee in the same position. In the city's general fund, this cost was estimated at over a million dollars. The city has provided some funding in FY 2015 and will provide more in FY 2016 to address this issue; however, there will still be a general fund cost of over \$700,000 to address in future budgets.

The City's budget includes both general sources and dedicated sources. General sources, such as sales and property taxes, can be allocated to any department within the general fund. Dedicated sources, such as grants and certain sales taxes such as parks and transportation sales taxes, must be spent for a particular purpose. The City's general sources have increased \$2.5 million over the past five years and \$1.8 million of that increase has been allocated to the Police Department. This increase has been primarily used to fund increases in pension costs, pay classification costs, fuel, equipment, and fleet maintenance costs.

The City relies heavily on sales tax to fund the general fund. Internet sales have eroded the growth of sales tax. It is estimated that the loss of sales tax due to internet sales has been \$6.5 million for the past five years and this loss will continue to grow in future years as the popularity and convenience of using the internet increases. The Police Department is largely funded by general sources such as the sales tax, so the loss of taxes due to internet sales has kept the City from being able to fund additional officer positions in the past and will continue to be a significant issue in the future. FY 2017 budget predictions include a 3% across the board cut.

In conclusion, the availability of general source funding increases combined with rising personnel costs due to pension cost increases and pay classification costs will continue to hinder the City's ability to fund police officers without assistance from the federal grant.

## B. Service Population

1. Enter the total population of the government entity applying for this grant using the latest census estimate available in the American Fact Finder at <http://FactFinder2.census.gov>.

108500

2. Check here if the population of the entity applying for this grant is not represented by U.S. Census figures (e.g., colleges, special agencies, school police departments, etc.).

3. What is the actual population your department serves as the primary law enforcement entity? 118519

*This may or may not be the same as the population specified above. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.*

3a. If applicable, please explain why the service population differs from the census population:

The 108500 is the 2010 Census count, however, our City is continually growing. The number in the original is the most current est

## C. Fiscal Health

1) Enter your law enforcement agency's total operating budget for the current AND previous two fiscal years. Please note: All figures must be rounded to the nearest whole dollar.

CURRENT FISCAL YEAR (2016) \$ 21953455

PREVIOUS FISCAL YEAR (2015) \$ 21138081

PREVIOUS FISCAL YEAR (2014) \$ 19868549

2) Since January 1, 2015, what percentages of the following employees in your jurisdiction (city, county, state, tribal, university) have been reduced through lay-offs. Please note: All figures must be rounded to the nearest whole percent.

Civilian Law Enforcement Agency Personnel % 0

Sworn Law Enforcement Agency Personnel % 0

Other Government Agency Personnel % 0



3) The U.S. Census Bureau American Community Survey (ACS) provides multi-year poverty rate estimates for communities. Please go to the U.S. Census Bureau's American Fact Finder (<http://FactFinder2.census.gov>) to determine the percentage of individuals in poverty in your jurisdiction. For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable." Please see the program Application Guide for additional information and help in using the American Fact Finder. Please note: All figures must be rounded to the nearest whole percent.

Percentage of individuals in poverty %

Not Applicable:

4) The Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS) program provides monthly estimates of unemployment for communities. Please go to the Bureau of Labor Statistics' LAUS website (<http://www.bls.gov/lau/data.htm>) to find detailed instructions for looking up your local area's unemployment rate. It may be necessary to select the nearest best match to your jurisdiction (for example, a city of fewer than 25,000 people may report their county level rate). Please see the program application guide for additional information and help in using the LAUS data. For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable". Please note: All figures must be rounded to the nearest whole percent.

Percentage Unemployed for December 2015

Not Applicable:

5) Indicate if your jurisdiction has experienced any of the following events since January 1, 2015 (Check all that apply)

- A declaration of natural or other major disaster or emergency has been made pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act. (42 U.S.C. 5121 et seq.)
- A declaration as an economically or financially distressed area by the state in which the applicant is located.
- Downgrading of the applicant's bond rating by a major rating agency.
- Has filed for or been declared bankrupt by a court of law.
- Has been placed in receivership or its functional equivalent by the state or federal government.
- Taken on additional law enforcement duties and responsibilities resulting from an agency merger or the disbanding of a neighboring law enforcement agency (which did not result in a new or supplemented funded contract to provide these law enforcement services).

6) In addition to the data collected elsewhere in this application, the COPS Office would like to capture information from jurisdictions that may have faced an unanticipated catastrophic event that had a significant impact on the delivery of law enforcement services or have experienced an unusually large increase in the number of homicides in the past year. Examples of unanticipated catastrophic events include mass shootings, terrorist attacks, natural disasters, or other events leading to mass casualties that would not necessarily be reflected in the UCR crime statistics previously reported. Please note that if your jurisdiction is faced with an unanticipated catastrophic event (e.g., mass shooting, terrorist attack, other mass casualty event) after submission of this application, but before the application closing date, you should contact the COPS Office immediately at 800-421-6770 to update your application to include this information.

If your agency experienced has an unanticipated catastrophic event or an unusually large increase in the number of homicides in the time period from January 1, 2015 to present, check this box.

7) The Promise Zone Initiative is part of the President's plan to create a better bargain for the middle class by partnering with local communities and businesses to create jobs, increase economic security, expand educational opportunities, increase access to quality, affordable housing and improve public safety. In exchange, these designees will receive the resources and flexibility they need to achieve their goals. The designees have agreed to and must demonstrate a collaborative effort- between private business and federal, state, tribal and local officials; faith-based and nonprofit organizations; children and parents- to ensure that hard work leads to a decent living for every American, in every community.

To be a Promise Zone, your jurisdiction must have been designated as such by the closing date of this solicitation.

If your agency has a designated Promise Zone within its jurisdiction, check the box.

**D. Property/Violent Crime**

Please select at least one statement below:

- My agency can report crime data for all 3 years (please input in table below:).
- My agency cannot report crime data for 2015.
- My agency cannot report crime data for 2014.
- My agency cannot report crime data for 2013.

1) Using UCR crime definitions, enter the actual number of incidents reported to your agency in the previous three calendar years (2015, 2014, 2013) for the following crime types. Note that only those incidents for which your agency had primary response authority should be provided. Please enter 0 (zero) to indicate no incidents in a particular year/type. Leave blanks only where data is unavailable.

UCR Data	2015	2014	2013
Criminal Homicide	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text" value="5"/>
Forcible Rape	<input type="text" value="80"/>	<input type="text" value="63"/>	<input type="text" value="67"/>
Robbery	<input type="text" value="141"/>	<input type="text" value="116"/>	<input type="text" value="112"/>
Aggravated Assault	<input type="text" value="376"/>	<input type="text" value="226"/>	<input type="text" value="232"/>
Burglary	<input type="text" value="839"/>	<input type="text" value="750"/>	<input type="text" value="703"/>
Larceny (except motor vehicle theft)	<input type="text" value="2570"/>	<input type="text" value="3069"/>	<input type="text" value="3490"/>
Motor Vehicle Theft	<input type="text" value="226"/>	<input type="text" value="168"/>	<input type="text" value="166"/>

**SECTION 8: CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS**

If you are applying for a COPS Office grant with a post-award retention plan requirement, please complete A. If you are applying for a COPS Office grant without a post-award retention plan requirement, please complete B.

**A. Continuation of Project after Federal Funding Ends (for COPS Office grants with a retention plan requirement)**

Applicants must plan to retain all sworn officer positions awarded under your COPS Office hiring grant for a minimum of 12 months at the conclusion of 36 months of federal funding for each position. The retained COPS Office-funded positions should be added to your agency's law enforcement budget with state and/or local funds at the end of grant funding, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the grant. These additional position(s) must be retained using state, local, or other nonfederal funding only. You may not use funds awarded by other federal grants to cover the costs of retention. At the time of grant application, applicants must affirm that they plan to retain the positions and identify the planned source(s) of retention funding. We understand that your agency's source(s) of retention funding may change during the life of the grant. Your agency should maintain proper documentation of any changes in the event of an audit, monitoring or other evaluation of your grant compliance. Please refer to the frequently asked questions on retention which can be found here <http://www.COPS.usdoj.gov/Default.asp?Item=2367>.

1. Will your agency plan to retain any additional positions awarded under this grant for a minimum of 12 months at the conclusion of federal funding for each position?

Yes ▾

Note: Agencies that do not plan to retain all the positions awarded under this grant are ineligible to receive CHP funding

2. Please identify the source(s) of funding that your agency plans to utilize to cover the costs of retention: (check all that apply)

- General funds
- Raise bond/tax issue
- Private sources/donations
- Nonfederal asset forfeiture funds (subject to approval from the state or local oversight agency)
- Fundraising efforts
- State, local, or other nonfederal grant funding
- Other

If other, please provide a brief description of the source(s) of funding not to exceed 500 characters.

## SECTION 12: OFFICIAL PARTNER(S) CONTACT INFORMATION

An official "partner" under the grant may be a governmental, private, school district, or other applicable entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the grant. Please see the COPS Office application guide for more information on official partners that may be required.

First Name	Last Name	Agency Name	Action
Title: <input type="text"/>			
First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>	Suffix: <input type="text" value="Select One..."/>
Name of Partner Agency (e.g., Smithville High School): <input type="text"/>			
Type of Partner Agency (e.g., School District): <input type="text"/>			
Street1: <input type="text"/>			
Street2: <input type="text"/>			
City: <input type="text"/>	State: <input type="text" value="Select One..."/>	Zip/ Postal Code: <input type="text"/>	
Telephone Number: <input type="text"/>	Fax: <input type="text"/>	Email: <input type="text"/>	

**Important!** Please click "Add Partner" below to add a partner to the list.  
**Reminder!** If you have modified (edit, update, or delete) the list of partners in any way, please click "Save" to store your changes before moving to the next section.

## SECTION 13: APPLICATION ATTACHMENTS

This section should be used to attach any required or applicable attachments to your grant applications (e.g. memorandum of understanding)

If awarded, grantees using CHP funding to hire and/or deploy school resource officers into schools will agree that a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) must be submitted to the COPS Office before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in section 13 of the grant application. The MOU must contain the following; the purpose of the MOU, clearly defined roles and responsibilities of the school district and the law enforcement agency; focusing officers' roles on safety, information sharing, supervision responsibility and chain of command for the SRO and signatures. If awarded, grantee will agree that the MOU must be submitted to the COPS Office 90 days from date on the award congratulatory letter. The implementation of the COPS Hiring Program grant without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation. Please refer to the program-specific Application Guide to determine if an MOU or other application attachments are required. The guide will also specify if optional attachments are permitted for submission. Please use appropriately descriptive file names (e.g. Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes) for all attachments. Please do not submit executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

Current Attachments

Upload attachments using "Browse..." and "Upload...". File names may only contain: a-z0-9period(.), underscore(\_), hyphen(-) Characters other than these will be replaced by a hyphen(-). After clicking the "Upload..." button, please wait for the page to refresh. The uploaded file will automatically appear in the file list.

Form COPS\_Sh\_ApplicationAttachment\_2\_3-V2.3.pdf SF-424 Delete  
Form SF424\_2\_1-V2.1.pdf SF-424 Delete

Choose File No file chosen Memorandum of Understanding Upload File ...

SECTION 14: BUDGET DETAIL WORKSHEETS

Instructions for Completing the Budget Detail Worksheets

The following Budget Detail Worksheets are designed to allow all COPS Office grant and cooperative agreement applicants to use the same budget forms to request funding. Allowable and unallowable costs vary widely and depend upon the type of COPS Office program. The maximum federal funds that can be requested and the federal/local share breakdown requirements also vary.

Please refer to the program-specific application guide to determine the allowable/unallowable costs, the maximum amount of federal funds that can be requested, and the federal/local share requirements for the COPS Office program for which your agency is applying (see http://www.cops.usdoj.gov/Default.asp?Item=46). To assist you, sample Budget Detail Worksheets are included in each application guide.

Please complete each section of the Budget Detail Worksheets applicable to the program for which you are applying (see http://www.cops.usdoj.gov/Default.asp?Item=46 for requirements). If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

Final calculations will be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category, the total project costs, and the total federal and local shares.

If you need assistance in completing the Budget Detail Worksheets, please call the COPS Office Response Center at 800-421-6770.

SECTION 14A: BUDGET DETAIL WORKSHEETS

Instructions: This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to http://www.cops.usdoj.gov/Default.asp?Item=46 for information on the length of the grant term for the program under which you are applying.)

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B). Please refer to http://www.cops.usdoj.gov/Default.asp?Item=46 for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

A. SWORN OFFICER POSITIONS

Full-Time Entry-Level Sworn Officer Base Salary Information

Part 1: Instructions: Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. As applicable per the program-specific application guide, you may also be required to project Year 2 and Year 3 salaries.

Sworn Officer Position

A. Base Salary Information

Year 1 Salary

Enter the first year entry-level base salary for one sworn officer position.

42141.00

Year 2 Salary

Enter the second year entry-level base salary for one sworn officer position.

42141.00

Year 3 Salary

Enter the third year entry-level base salary for one sworn officer position.

42141.00

Yes

Does the base salary include Vacation costs? Please select Yes or No.

Yes

Does the base salary include Vacation costs? Please select Yes or No.

Yes

Does the base salary include Vacation costs? Please select Yes or No.

Yes

Does the base salary include Sick Leave costs? Please select Yes or No.

Yes

Does the base salary include Sick Leave costs? Please select Yes or No.

Yes

Does the base salary include Sick Leave costs? Please select Yes or No.

B. Fringe Benefit costs should be calculated for each year of the grant term.

FRINGE BENEFITS:

Year 1 Fringe Benefits

COST BASE % OF SALARY

2612.74 6.2

Year 2 Fringe Benefits

COST BASE % OF SALARY

2612.74 6.2

Year 3 Fringe Benefits

COST BASE % OF SALARY

2612.74 6.2

Social security

expenses cannot exceed 6.2%	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate				
Medicare expenses cannot exceed 1.45%	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate				
Health Insurance (Family Coverage)		<input type="text" value="611.04"/>	<input type="text" value="1.45"/>	<input type="text" value="611.04"/>	<input type="text" value="1.45"/>
Life Insurance		<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Vacation	Number of Hours Annually: <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Sick Leave	Number of Hours Annually: <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Retirement		<input type="text" value="16515.06"/>	<input type="text" value="39.19"/>	<input type="text" value="16515.06"/>	<input type="text" value="39.19"/>
Worker's Compensation	<input type="checkbox"/> Exempt	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Unemployment Insurance	<input type="checkbox"/> Exempt	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Other	<input type="text" value="Disability Insurance"/>	<input type="text" value="131.00"/>	<input type="text" value="0.31"/>	<input type="text" value="131.00"/>	<input type="text" value="0.31"/>
Other	<input type="text" value="Select One"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Other	<input type="text" value="Select One"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Benefits Sub-Total Per Year (1 Position)		<input type="text" value="28992.84"/>		<input type="text" value="28992.84"/>	
C. Total Salary + Benefits Per Year (1 Position)		<input type="text" value="71133.84"/>		<input type="text" value="71133.84"/>	
<b>D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):</b>		<input type="text" value="213401.52"/>		X <input type="text" value="4"/> # of Positions	<input type="text" value="853606.08"/>

**SALARY DETAILS**

**Part 2 : Sworn Officer Salary Information**

1. If your agency's second or third-year costs for salaries and/or fringe benefits increase after the first year, check the reasons(s) why in the space below. If these costs do not increase, please select "Not Applicable".

- Cost of Living Adjustment (COLA)
- Step Raises
- Change in Benefit Costs
- Not Applicable

**Part 3: Federal/Local Share Costs (for Hiring Grants)**

As part of the local matching requirement for the 2016 COPS Hiring Program, grantees must assume a progressively larger share of the cost of the grant with local funds over the three-year grant period. This means that your local match must increase each year, while the federal share must decrease.

<input type="text" value="853606.08"/>	Total Salary and Benefits for year 1, 2, & 3 (all positions):
<input type="text" value="500000.00"/>	Total Federal Share:
<input type="text" value="58.575027968404"/>	Total Federal Percentage:
<input type="text" value="353606.08"/>	Total local share required:
<input type="text" value="41.424972031595"/>	Total Local Percentage:

Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is only a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases. For more details on local matching requirements for this program, please refer to <http://www.cops.usdoj.gov/Default.asp?Item=46>.

**Please use the Recalculate button below after any changes to the benefit table above before moving forward.**

<input type="text" value="20"/>	Percent of the "Total Local Share Required" your agency plans to assume in Year 1
<input type="text" value="30"/>	Percent of the "Total Local Share Required" your agency plans to assume in Year 2
<input type="text" value="50"/>	Percent of the "Total Local Share Required" your agency plans to assume in Year 3
<input type="text" value="100"/>	Percent Total
<input type="text" value="213814.14"/>	Federal Share Year 1
<input type="text" value="178454.00"/>	Federal Share Year 2
<input type="text" value="107731.86"/>	Federal Share Year 3
<input type="text" value="500000"/>	Federal Total

70721.22	Local Share Year 1
106081.82	Local Share Year 2
176803.04	Local Share Year 3
353606.08	Local Total
853606.08000000	Recalculate

## S. BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, please return to the Budget Detail Worksheet.

Section

Budget Category	Category Total	
<b>A. Sworn Officer Positions</b>	\$853606.08	
<b>B. Non-Sworn Personnel</b>	\$0.00	
<b>C. Equipment &amp; Technology</b>	\$0.00	
<b>D. Supplies</b>	\$0.00	
<b>E. Travel &amp; Training</b>	\$0.00	
<b>F. Contracts &amp; Consultants</b>	\$0.00	
<b>G. Other Costs</b>	\$0.00	
<b>H. Indirect Costs</b>	\$0.00	
<b>Total Project Amount:</b>	\$853606.08	
<b>Total Federal Share Amount:</b> (Total Project Amount X Federal Share Percentage Allowable)	\$500000.00	58.575028%
<b>Total Local Share Amount(If applicable):</b> (Total Project Amount - Total Federal Share Amount)	\$353606.08	41.424972%

If your application is funded, but for a reduced number of officer positions, the percentage of the local share provided above will be applied to the total project cost of the awarded officers.

### Waiver of Local Match

The COPS Office may waive some or all of a grantee's local match requirement based on severe fiscal distress. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as reflected through the fiscal health data in section 7 of this application, and a comparison of your fiscal health data with that of the overall applicant pool.

Q1: Are you requesting a waiver of the local match based on severe fiscal distress?

No ▾

### Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

First Name:

Lisa

Last Name:

Roland

Title:

Financial Mgmt Spec

Telephone Number:

5738747419

Fax:

5738741571

Email Address:

lisa.roland@como.gi

## SECTION 15A: ASSURANCES

Several provisions of federal law and policy apply to all grant and cooperative agreement programs. The Office of Community Oriented Policing Services ("COPS Office") needs to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Office Grant Program Specialist at 800-421-6770.

By signing this form, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal award funds. In particular, the applicant assures us of the following:

1. it has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant or cooperative

agreement and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.

2. It will comply with the provisions of federal law, which limit certain political activities of employees whose principal employment is in connection with an activity financed in whole or in part with this grant or cooperative agreement. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Fair Labor Standards Act (29 U.S.C. § 201, et seq.), if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties. In addition, it will disclose (in writing) to the COPS Office any potential conflict of interest arising during the course of performance of the grant or cooperative agreement award and also will require such written disclosures by any subrecipients.
5. As required by 42 U.S.C. § 3796dd-6, it will give the U.S. Department of Justice or the Comptroller General access to and the right to examine records and documents related to the award.
6. It will comply with all requirements imposed by the U.S. Department of Justice as a condition or administrative requirement of the grant or cooperative agreement, including but not limited to: the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101 ; 48 C.F.R. Part 31 (FAR Part 31) (Contract Cost Principles and Procedures); the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 C.F.R. Part 38 (Equal Treatment for Faith-Based Organizations); the applicable COPS application guide; the applicable COPS grant owner's manual or award owner's manual; and with all other applicable program requirements, laws, orders, or regulations.
7. As required by 42 U.S.C. § 3796dd-1(c)(11), it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
8. It will not (and will require any subgrantees, contractors, successors, transferees, and assignees not to), on the grounds of race, color, religion, national origin, sex, disability, or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681, et seq.); and the corresponding U.S. Department of Justice regulations implementing those statutes at 28 C.F.R. Part 42 (subparts C, D, E, G, and I). It will also comply with Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the U.S. Department of Justice implementing regulations at 28 C.F.R. Part 38.
- A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.
- B. It will comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan (28 C.F.R. Part 42 subpart E). The requirements are as follows: If your organization has fewer than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEO requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>. If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEO Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>. If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEO Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>. To comply with the EEO requirements, you may request technical assistance from an EEO specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).
9. Pursuant to U.S. Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.
10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency' (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.
11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.
12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.
13. It will comply with the Human Subjects Research Risk Protections requirements of 28 C.F.R. Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 C.F.R. Part 22, requiring the safeguarding of individually identifiable information collected from research participants.
14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned - or - rented or personally-owned vehicles.
15. As required by 42 U.S.C. § 3796dd-3(a), it will not use COPS Office funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.
16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level or the increased officer redeployment level, as applicable, with state or local funds for a minimum of 12 months following expiration of the grant period.
17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti-Lobby Act, 18 U.S.C. § 1913.
18. In the event that a portion of grant reimbursements are seized to pay off delinquent federal debts through the Treasury Offset Program or other debt collection process, it agrees to increase the nonfederal share (or, if the awarded grant does not contain a cost sharing requirement, contribute a nonfederal

share) equal to the amount seized in order to fully implement the grant project.

False statements or claims made in connection with COPS Office grants or cooperative agreements may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the awardee of its obligations under this award.

**Signature of Law Enforcement Executive/Agency Executive (For your electronic signature, please type in your name) Kenneth Burton**

Kenneth Burton

**Date:**

06/22/2016

**Signature of Government Executive/Financial Official (For your electronic signature, please type in your name) Michael Matthes**

Michael Matthes

**Date:**

06/22/2016

## SECTION 15B: CERTIFICATIONS

### Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Federal Taxes and Assessments; Drug-Free Workplace Requirements; and Coordination with Affected Agencies.

Although the U.S. Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should carefully review the statutes and regulations cited below and the instructions for certification to understand the requirements and whether they apply to a particular applicant. Signing this form complies with the certification and notice requirements under 28 C.F.R. Part 69 "New Restrictions on Lobbying"; 2 C.F.R. Part 2867 "Nonprocurement Debarment and Suspension"; 2 C.F.R. Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"; the general provisions in the applicable Appropriations Act; 28 C.F.R. Part 83 "Government-Wide Requirements for Drug-Free Workplace (Grants)"; and the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant.

#### 1. Lobbying

As required by 31 U.S.C. § 1352, implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, and 2 C.F.R. § 200.450 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101, the applicant certifies to the following:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; or the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- C. If applicant is a nonprofit organization or an institution of higher education, it will comply with the additional lobbying restrictions set forth in 2 C.F.R. § 200.450(c) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.
- D. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### 2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

Pursuant to Executive Order 12549, Debarment and Suspension, as implemented at 2 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 2 C.F.R. § 2867.20(a), and other requirements, the applicant certifies that it and its principals

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of a felony criminal violation under any federal law, or been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (B) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

#### 3. Mandatory Disclosure

Pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.113 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101, the applicant certifies that it:

- A. Has not violated any federal criminal law involving fraud, bribery, or gratuity that may potentially affect the federal grant or cooperative agreement;
- B. Shall timely disclose in writing to the federal awarding agency or pass-through entity, as applicable, any violation of federal criminal law involving fraud, bribery, or gratuity that may potentially affect the federal grant or cooperative agreement; and
- C. Shall require that the language of this certification be included in the award documents for all subawards (including subgrants and cooperative agreements) and shall require all subrecipients certify and disclose accordingly.

#### 4. Federal Taxes and Assessments

A. If applicable, an applicant who receives an award in excess of \$5,000,000 certifies that, to the best of its knowledge and belief, the applicant has filed all federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of

1986, and has not, more than 90 days prior to certification, been notified of any unpaid federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

B. The applicant certifies that it does not have any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

##### 5. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 8103), and implemented at 28 C.F.R. Part 83, for recipients (other than individuals), as defined at 28 C.F.R. § 83.660 –

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by doing the following:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) the dangers of drug abuse in the workplace;

(b) the grantee's policy of maintaining a drug-free workplace;

(c) any available drug counseling, rehabilitation and employee assistance programs; and

(d) the penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) abide by the terms of the statement; and

(b) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 145 N Street, NE, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant;

(vi) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (iv)(b) with respect to any employee who is so convicted –

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

B. The applicant further certifies that it will identify all known workplaces under each COPS Office award, keep the identification documents on file, and make them available for inspection upon request by the U.S. Department of Justice officials or their designated representatives.

##### 6. Coordination

As required by 42 U.S.C. § 3796dd-1(c)(5) of the Public Safety Partnership and Community Policing Act of 1994, applicants must certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Where the applicant is unable to certify to any of the statements in this Certifications form, he or she shall attach an explanation to this application regarding the particular statement that cannot be certified. Please check the box if an explanation is attached to this application. Please note that the applicant is still required to sign the Certifications form to certify to all the other applicable statements.

False statements or claims made in connection with COPS Office grants or cooperative agreements may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

**Signature of Law Enforcement Executive/Agency Executive (For your electronic signature, please type in your name) Kenneth Burton**

Kenneth Burton

**Date:**

06/22/2016

**Signature of Government Executive/Financial Official (For your electronic signature, please type in your name) Michael Matthes**

Michael Matthes

**Date:**

06/22/2016

## SECTION 16: DISCLOSURE OF LOBBYING ACTIVITIES

**This section duplicates OMB's Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities**

- This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and



material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, U.S. Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g. Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFPD E-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered federal action.  
(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

*According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.*

#### Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. § 1352.

- Not Applicable

## SECTION 17: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

### 1) Federal Civil Rights and Grant Reviews:

Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice grant review or audit.

### 2) Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems:

*Please review the COPS Office application guide: Legal Requirements Section for additional information.*

Please check one of the following, as applicable to your agency's intended use of this grant:

- No, my agency will not use these COPS Office grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.
- Yes, my agency will use these COPS Office grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

### 3) Certification of Review and Representation of Compliance with Requirements:

The signatures of the Law Enforcement Executive/Agency Executive, Government Executive/Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that:

- a) the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
- b) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office application guide, the COPS Office grant or award owner's manual, Assurances, Certifications and all other applicable program regulations, laws, orders, and circulars;
- c) the applicant understands that false statements or claims made in connection with COPS Office grant programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, or any other remedy available by law to the Federal Government;

- d) the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant;
- e) the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source
- f) the applicant and any required or identified official partner(s) listed in section 12 are partners in this grant project and mutually agreed to this partnership prior to this grant application.

The signatures of the Law Enforcement Executive/Agency Executive and the Government Executive/Financial Official on this application must be the same as those identified in Section 4 of this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

**Signature of Law Enforcement Executive/Agency Executive (For your electronic signature, please type in your name) Kenneth Burton**

Kenneth Burton

**Date:**

06/22/2016

**Signature of Government Executive/Financial Official (For your electronic signature, please type in your name) Michael Matthes**

Michael Matthes

**Date:**

06/22/2016

**Signature of Person Submitting This Application (For your electronic signature, please type in your name)**

Eric Hughes

**Date:**

06/22/2016

By clicking this box, the applicant understands that the use of typed names in this grant application and the required grant forms, including the Assurances and Certifications, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures.

**APPLICATION REVIEW**

Section	Question	Flag	Explanation
7	1. Enter the total population of the government entity applying for this grant using the latest census estimate available in the American Fact Finder at <a href="http://FactFinder2.census.gov" target="_blank">http://FactFinder2.census.gov</a>.		Your agency has reported a service population that is greater than your census population. Population served counts must NOT be adjusted upward to account for daytime business/shopping visitors, highway traffic passing through a jurisdiction, nor should it include annual visitor totals. Parks and transit agencies should report average daily visitors/riders rather than annual totals. If your service population figure is accurate, please provide a brief justification in the comment box.  The 108500 is the 2010 Census count, however, our City is continually growing. The number in the original is the most current estimated population.

Submit

Your application has been successfully recorded.

**Submission Date:** 2016-06-22 17:13:36  
**ORI:** MO01002  
**Confirmation Number:** 1005691\_194618605  
**Program Type:** COPS Hiring Program

Thank you for submitting your agency's COPS Application. If you have any questions or concerns you may contact the COPS Office Response Center at 800.421.6770. When contacting the COPS Office concerning the submission of this application, please reference your agency's ORI number.

Click here to return to the COPS Application home page.

**Paperwork Reduction Act Notice**

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 04/30/2017.